

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
MEDICAL STAFF ASSISTANT**

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future Medical Staff Assistant positions that provide advanced staff assistance to a physician or medical program that includes clinical practice and/or medical education. This classification specification is not intended to identify every duty, which may be assigned to positions, but is intended to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses paraprofessional positions that provide advanced staff assistance to a physician or medical program that includes clinical practice and medical education.

C. Exclusions

Excluded from this series are the following types of positions:

1. Positions that meet the statutory definition of supervisor or confidential as defined in s.111.81(19) or (7), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that for the majority of time (more than 50%) perform administrative support duties for a program that does not include clinical practice and/or medical education and are more appropriately classified as Program Assistant.

3. Positions that for the majority of time (more than 50%) perform administrative support to a medical program that includes clinical practice and/or medical education and are more appropriately classified as Medical Program Assistant.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITION

MEDICAL STAFF ASSISTANT

Positions allocated to this classification provide advanced paraprofessional staff assistance for a 1) complex clinical practice that encompasses multiple specialty areas (i.e., transplantation and organ procurement organizations, orthopedics and sports medicine programs including professional athletic team associations, etc.) or 2) a health profession education program. Positions develop new approaches, methods, or techniques to respond independently to new, unexpected or complex situations and serve as a liaison to outside professionals, administrators, physicians, scientists, and the media. Work is performed under general supervision.

1) Positions that manage a complex clinical practice receive patient referrals from health care professionals nationally and internationally and serve a unique patient population, such as transplant, sports medicine, etc., and are responsible for representing the physician in specific complex situations such as consulting with and developing strategies to provide service among several individuals, organizations, or resources nationally and/or internationally; establish guidelines to meet program goals and missions; serve as a public relations representative for a physician with responsibility for coordinating multiple local and national media requests for information; develop approaches for responding to inquiries on emerging health care issues; respond to questions and inquiries from internal and external sources; compose reports for referring and consulting physicians; document patient and/or family or student questions and concerns outside the scope of knowledge and experience, research answers, and communicate to patient, family members or students; screen and prioritize communications, bringing important and urgent matters to the attention of the physician; and may also serve as a resource to Medical Program Assistants, providing guidance or training, overseeing work performed, providing up-to-date information and direction, etc.

Represented Positions

Department of Surgery, Division of Transplantation - Coordinate complex daily clinical, academic, administrative and research activities for the Medical Director, Director of Multi-organ Transplantation and other faculty; coordinate admissions, outpatient appointments, lab tests, etc., with a variety of sources; serve as liaison between surgeons and patients, referring physicians, nursing staff, transplant coordinators and insurers; coordinate outpatient follow up; screen and prioritize communications; serve as public relations representative for the Director of Multi-organ Transplantation in his national involvement with organ allocation; coordinate media requests and assist with scheduling news conferences; interface with outside physicians, paramedical professionals, research and clinical scientists, pharmaceutical representatives, the media, and administrators locally, regionally, nationally and internationally.

Department of Surgery; Division of Orthopedics - Coordinate clinical and surgical activities for a physician who is Medical Director of the Sports Medicine and Fitness Center, Co-Director of Orthopedic Sports Medicine Fellowship, team physician and orthopedic surgeon for UW athletes as well as multiple professional athletic associations. Responsibilities include the triage, determination and prioritization of patient appointment scheduling requirements for varying diagnostic treatment options and emergency medical needs; the management of clinical research programs by maintaining patient enrollment, follow-up and record keeping of health-related issues; the coordination of local and national requests with public relations staff on matters pertaining to coaching staff issues, health-related consultations for professional athletes, etc.; and the arrangement of medical coverage for scheduled events, i.e., triathlons, biathlons, etc.

2) Positions that coordinate health profession education programs and activities are responsible for evaluating the practice management needs of residents; soliciting and coordinating trainers; reviewing programs and recommending content; managing medical student clerkships, rotations, or training; determining student clinical assignments and conducting student orientations; recruiting and orientating preceptors, mentors, orientation leaders; and securing teaching sites.

Represented Positions

Department of Family Medicine - Administer the statewide Primary Care Clerkship (PCC), a required 8-week rotation for third year medical students involving the participation of over 160 physician preceptors including UW faculty and community physicians; coordinate students, sites and faculty schedules; manage course and student evaluation processes; manage student orientation seminar; function as primary liaison between clerkship students and faculty; compose curricular and informational materials; and independently recruit site and preceptor/mentor participation.

Department of Surgery - Manage all aspects of the education and daily routines of students during eight-week rotations in Surgery; develop clerkship schedules, ensuring that appropriate educational requirements are met; arrange elective and on-call schedules; manage eight week lecture series, establish topics, solicit and schedule speakers; and review fourth year clerkship annually and develop new rotations with faculty.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV ADMINISTRATION INFORMATION

This classification specification was created effective May 18, 2003 and announced in Bulletin MRS-SC-?? as a result of the Administrative Support Survey, Phase I, initiated at the request of the University of Wisconsin System.

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